

MEMORANDUM

CITY OF PHILADELPHIA OFFICE OF HUMAN RESOURCES

Date: May 20, 2020

To: Distribution

From: Janine LaBletta, Hiring Services Manager

Subject: Civil Service Commission Agenda – May 20, 2020

I. CLASSIFICATION AND PAY ITEMS

NO.	CLASS CODE	CLASS TITLE	NATURE OF ACTION	SAL. RANGE	CSC ACTION of 5/20/20
1.	2A65	Contracts Auditor 1	Change in class specification and denial of pay appeal	EP13	Removed by Department of Human Services
2.	2A66	Fr: Contracts Auditor 2 (General)(Housing and Development) To: Contracts Auditor 2 (General)(Housing and Development)	Change in class specification, removal of specialties, and denial of pay appeal	EP19	Removed by Department of Human Services
3.	2A67	Contracts Audit Supervisor	Change in class specification and denial of pay appeal	N23	Removed by Department of Human Services
4.	2A69	Fr: Contract Audit Manager (General)(Housing and Development) To: Contracts Audit Manager (General)(Housing and Development)	Change in class specification, removal of specialties and denial of pay appeal	N24	Removed by Department of Human Services
5.	2L06	Fr: Administrative Trainee 1 To: Administrative Trainee 1 – <u>Confidential</u>	Change in class specification and title	N9	Approved
6.	2L07	Fr: Administrative Trainee 2 To: Administrative Trainee 2 – <u>Confidential</u>	Change in class specification and title	N10	Approved

7.	2L12	Administrative Trainee 1 – Non-Confidential	Establishment of class	EP9	Removed by D.C. 47, Local 2187
8.	2L13	Administrative Trainee 2 – Non-Confidential	Establishment of class	EP10	Removed by D.C. 47, Local 2187
9.	2L16	Administrative Specialist 1 - Confidential	Change in class specification	N13	Approved
10.	2L17	Administrative Specialist 2 - Confidential	Change in class specification	N19	Approved
11.	2L31	Administrative Specialist 1 – Non-Confidential	Change in class specification	EP13	Removed by D.C. 47, Local 2187
12.	2L32	Administrative Specialist 2 – Non-Confidential	Change in class specification	EP19	Removed by D.C. 47, Local 2187
13.	3A01	Engineering Aide 1	Change in class specification	8	Approved
14.	5F26	Fr: Health Program Administrator (Addiction Services)(AIDS)(Behavioral Health)(Chronic Disease Prevention)(Intellectual Disability Services)(Maternal & Infant Health) To: Health Program Administrator (Addiction Services)(AIDS)(Behavioral Health)(Chronic Disease Prevention and Control)(<u>HIV Diseases</u>)(Intellectual Disability Services)(Maternal & Infant Health)	Change in class specification and specialties	N26	Approved
15.	5G11	Health and Education Training Specialist 1	Change in class specification	EP13	Approved
16.	5G12	Health and Education Training Specialist 2 (General) (Bilingual)	Change in class specification	EP19	Approved
17.	5H26	Fr: Inmate Computer Based Education Instructor	Change in class specification, title, and	EP13	Removed by the Free Library

		To: Inmate Computer Based Education Instructor (<u>Correctional</u>) (<u>Library</u>)	addition of specialties		
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II. PAY SCHEDULES

Pay Schedules	Action	CSC Action of 5/20/20
The EP and N Pay Schedules for classes represented by District Council 47 and for Non-Represented employees are being revised to reflect a 2% increase effective May 1, 2020.	Revision	Approved
The Schedule of Pay Ranges in Annual Amounts for Uniformed Fire Classes is being revised to implement a 2.5% increase effective May 1, 2020.	Revision	Approved

III. CIVIL SERVICE REGULATIONS

REGULATION NUMBER	REGULATION	ACTION	CSC ACTION of 5/20/20
6.14-37	FLEET MAINTENANCE SUPERVISORS ASSIGNED TO THE PUBLIC HEALTH AND SAFETY FACILITY OR ASSIGNED TO MAINTAIN AND MONITOR THE ASSET MANAGEMENT WORK ORDER SYSTEM	Revision	Approved
10.09	REMOVAL OF NAMES FROM LISTS	Revision	Approved
31.25	PROBATIONARY PERIOD EXTENDED FOR EMPLOYEES DUE TO THE PUBLIC HEALTH EMERGENCY RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC	Establishment	Approved
31.26	ADMINISTRATIVE LEAVE USAGE EXTENSION FOR FISCAL YEAR 2020 DUE TO THE ONGOING COVID-19 PANDEMIC	Establishment	Approved

Distribution:

M. Zaccagni	C. Jones	S. Pate	D.C. 33
M. Greene-Jones	J. LaBletta	M. Marchetti-Brock	D.C. 47
C. O'Leary	Q. Lofton	B. LaRocca	FOP Lodge 5
V. Hosendorf	M. Agelakis	J. Lomax	IAFF 22
	W. Twardzik	P. Hoffman	
	A. Starks	R. Fitzmartin	
	V. Hayes		